

**POLICY**

The Michigan Department of Health and Human Services (MDHHS) management team will determine how many staff can be off on any given day.

**DEFINITIONS**

**Vacation:** seven or more consecutive calendar days away from the workplace though any combination of annual leave time, compensatory time, holiday time, and/or regular days off.

**POLICY**

Employees may request a vacation by reserving time in the vacation book. There will be two reservation periods per year:

- January 1 – 31, for vacations commencing April 1 – September 30.
- July 1 – 31, for vacations commencing October 1 – March 31.

Pass the vacation book within each classification by shift in descending order of continuous service hours.

Pass the vacation book two times per reservation period:

- The first pass will allow employees to reserve 7-14 consecutive calendar days.
- The second pass will allow employees to reserve 7 consecutive calendar days.

After the second pass remaining days may be incidental days:

- Approve incidental leave requests of less than seven consecutive calendar days on a first come first served basis.
- Holidays cannot be selected as incidental days.
- Make properly canceled days available as incidental days. Employees should cancel annual leave days 96 hours prior to the beginning of the pay period that the days would be used.

In the event an employee does not have enough leave credits (annual leave or compensatory time) to cover an approved vacation, shorten the vacation to coincide with the available leave credits.